

|                           |                                                                                |                    |                |
|---------------------------|--------------------------------------------------------------------------------|--------------------|----------------|
| <b>Date of approval</b>   | 1 July 2026                                                                    | <b>Approved by</b> | Academic Board |
| <b>Date of effect</b>     | 1 July 2026                                                                    | <b>Review date</b> | 31 July 2029   |
| <b>Responsible Owner</b>  | Director, Student Experience                                                   | <b>Version</b>     | v1 2026        |
| <b>Functional Manager</b> | Manager, Student Administration – SMS Compliance and Government Load Reporting |                    |                |

## 1. Outline

This policy outlines the obligations of the Batchelor Institute of Indigenous Tertiary Education (the Institute), staff and students regarding the reporting of Higher Education (HE) Student data as outlined by the Tertiary Collection of Student Information (TCSI). For the purpose of HE enrolments and reporting this includes any courses classified and accredited as a Higher Education Course of Study type.

## 2. Scope

This policy applies to:

- All students across all Higher Education course-types,
- Batchelor Institute staff,
- Staff advising students,
- Staff authorised to enter and update student enrolment records in the relevant Student Management System for, or on behalf of, the Institute, and
- Staff responsible for reporting data to the Tertiary Collection of Student Information (TCSI).

## 3. Policy statement

- 3.1 The Institute will comply with the Tertiary Collection of Student Information (TCSI) standards.
- 3.2 The Institute will maintain systems compatible with submitting data compliant with TCSI Standards.
- 3.3 The Institute will respect student rights to privacy under the Privacy Act 1988, will comply with privacy requirements when handling personal information, and comply with Privacy Requirements as outlined in Section 40 of the Higher Education Information for Providers.

- 3.4 Privacy obligations that providers are subject to include (but are not limited to) compliance with section 19-60 of the *Higher Education Support Act (HESA) 2004 Act* – which includes the following requirements:
- compliance with the Australian Privacy Principles (APPs) (set out in Schedule 1 of the *Privacy Act 1988*) in respect of personal information obtained for the purposes of Subdivision 36-B or Chapter 3 or 4 of HESA.
  - a provider must have a procedure under which a student enrolled with the provider may apply to the provider for, and receive, a copy of personal information that the provider holds in relation to that student; and
  - compliance with the requirements of the HEP Guidelines relating to personal information in relation to students, and the provider's own personal information handling procedures referred to in the point above; and
  - compliance with relevant requirements in Divisions 179 (Protection of Personal Information) and 180 (Disclosure or use of Higher Education Support Act information) of HESA.

#### **4. Enrolment Requirements**

- 4.1 All students are required to submit an enrolment for every academic year and course in which they intend to undertake using a system prescribed by the Institute by the date as outlined in the student's offer correspondence related to the course.
- 4.2 This includes HE Statistical Information, citizenship details, a valid home and postal address and units they intend to study in the relevant academic/calendar year.
- 4.3 All Students are required to provide the Institute of their Unique Student Identifier (USI). Students without a USI are not eligible for any Commonwealth Assistance (Commonwealth Supported Place, Higher Education Loan Program) or able to graduate from their course.
- 4.3.1 USI exemptions can only be granted by the USI Registrar. Students previously eligible for a Commonwealth Supported Place (CSP) that are granted an USI Exemption will lose their CSP and are required to pay full fees for the duration of their current and subsequent course.
- 4.4 For students seeking Government Assistance for a Commonwealth Supported Place (CSP) in a course, students must submit an electronic Commonwealth Assistance Form (eCAF) to accept a Commonwealth Supported Place (CSP) prior to the relevant census date for each relevant and individual course. Failure to do so will result in the cancellation of that course enrolment.
- 4.5 CSP Students wishing to defer their fees to tax must provide a valid Tax File Number (TFN) as part of the eCAF at course commencement and no later than the first census date of their course. An application for a TFN is not a valid document.
- 4.6 Students that have not made payments of their fees by the relevant census date and have provided a valid TFN, will have their fees deferred to tax on the day following the census date.
- 4.7 Students that have not made payment of their fees by the relevant census date and either have not provided their TFN or an invalid TFN will have their enrolment cancelled on the day following the census date and will lose all support from the

Commonwealth. Those students may re-enrol in a non-award course as a full-fee paying student and will be required to pay full fees by the due date.

- 4.8 Student Administration Staff will ensure that students have submitted all relevant information as required by the Institute as outlined by the Tertiary Collection of Student Information (TCSI).
- 4.9 For Higher Degree by Research (HDR) students, Student Administration will add additional research candidature information as provided by the Institute's Research Committee, Graduate School or delegate.

## **5. Deferment from a course**

Deferment from a course is not permitted in Higher Education.

Students that have accepted a place for a specific Admission Period are required to enrol in the course within 12 months if the course is available for intake in the following academic year. Not all courses are available for commencement in each year/teaching/admission period.

Students that fail to enrol to commence their course within 12 months have their offer into the course withdrawn and need to reapply for re-admission into the same or re-accredited course.

## **6. Commonwealth Assistance Notice**

Student Administration Staff will issue an electronic Commonwealth Assistance Notice (eCAN) to students that have been granted a Commonwealth Supported Place no later than 28 days after each census date of the enrolled units.

## **7. Leave of Absence/Intermission from a course**

Students may apply for a break from their studies for a designated period due to compassionate or compelling circumstances in courses where the full-time duration is two (2) years or more.

The maximum period for a Leave of Absence/Intermission from a course is one (1) semester unless a longer period is permitted and published for specific courses.

Leave of Absence Periods for part of a semester are not permitted. Students that do not re-enrol in the subsequent semester following the end of the break date are regarded as having abandoned their enrolment in the course and will be lapsed from that course.

## **8. Lapsing from a course (students without an approved period of Leave of Absence/Intermission)**

Students that fail to enrol/re-enrol each year and/or

- a) are not expected to complete the course; or
- b) have not been granted a Leave of Absence period.

are regarded as having abandoned their course. Students that have been lapsed from a course cannot re-enrol in a course and will be required to apply for re-admission to the same or re-accredited course.

## **9. Responsibilities**

The responsibilities are as outlined in the Policy Statement above.

## 10. Acronyms and Terms

| Acronym/Term | Definition/Description                     |
|--------------|--------------------------------------------|
| CSP          | Commonwealth Supported Place               |
| eCAF         | electronic Commonwealth Assistance Form    |
| eCAN         | Electronic Commonwealth Assistance Notice  |
| HE           | Higher Education                           |
| HE AIP       | Higher Education Information for Providers |
| HESA         | Higher Education Support Act 2004          |
| TCSI         | Tertiary Collection of Student Information |
| TFN          | Tax File Number                            |

## 11. Supporting Documents

- Student Administration Training Manual – Enrolment - HE
- Student Administration Training Manual – Fees & Encumbrances - HE

## 12. Related Documents

- [Higher Education Information for Providers](#)
- [Reporting Requirements - Department of Education, Australian Government](#)
- [TEQSA Student Reporting Requirements | TCSI Support](#)
- [Student Identifiers Act 2014 - Federal Register of Legislation](#)
- [Privacy Act 1988 - Federal Register of Legislation](#)
- Higher Education Enrolment Procedures
- Higher Education [Course of study type | TCSI Support](#)
- [Exemptions from USI - Unique Student Identifier](#)

## 13. Non-Compliance

- 9.1 Non-compliance with Governance Documents is considered a breach of the Staff Code of Conduct and is treated seriously by the Institute. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.
- 9.2 All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure and Guideline.

#### 14. Modification History

| <i><b>Date</b></i> | <i><b>Version</b></i> | <i><b>Authority</b></i> | <i><b>Sections Modified &amp; Details</b></i> |
|--------------------|-----------------------|-------------------------|-----------------------------------------------|
| July 2026          | v1 2026               | Academic Board          | New Policy                                    |

#### 15. Feedback

If you have any comments or feedback about this Policy, please contact the Manager, Student Administration – SMS Compliance and Government Load Reporting.